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From: Steve Mason
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To: Department Directors
Subject: The "Repurpose an Employee" Program
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Hello!

Do you have a job need that is not being filled due to a position vacancy and the COVID 19 hiring freeze? Do you have talented staff that are looking toward the future and want to expand their knowledge, skills and abilities? Do you want to provide greater opportunities to further develop your staff into more valued members of this City government? If so, consider the "Repurpose an Employee" Program. It's simple and easy.

Step 1: Review your department's unfilled needs;

Step 2: Assess your staff's varied talents, current assignments/workloads, and their willingness to be temporarily reassigned to another department on a part-time basis;

Step 3: Send out a communication to all department directors identifying your need(s) and availability of your staff to possibly fill their need(s); and

Step 4: Be willing to share staff and resources with other departments, without any type of fund transfers or overtime.

It's just that simple and easy!

Read the following testimonial from a desperate department director who could not hire due to the hiring freeze:

"I have an employee who is about to go out on an extended leave. Using the "Repurpose an Employee" Program, I told department directors of my plight. I identified my immediate need; employees who could learn about human resources and the City's benefits program, and fill-in during my employee's absence. Four department directors responded and identified employees who they considered talented and willing to assist HR. I am happy to report that two employees have been selected to work 20 hours and 10 hours per week, respectively, for the next several weeks. Gosh, the "Repurpose an Employee" Program really works. I hope I will be able to return the favor."

So you see, the program works and it can work for you and your department too. Act today! Supplies are not limited and the program is priceless.

Steve

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